



COMMUNITY WOODLANDS ASSOCIATION

Chief Executive Officer

Job Description and Person Specification
Salary £31,000 for 4 days/28 hours per week

An exciting opportunity has arisen at the Community Woodlands Association

The Community Woodlands Association (CWA) is looking for an exceptional dynamic individual with a passion for community woodlands, knowledge of silviculture practices and management, and great leadership and managerial skills.

Our next Chief Executive Officer (CEO) will be ambitious for the CWA and its members, have experience of working at a senior level, have deep knowledge and understanding of the community woodland sector, and be able to demonstrate an ability to work effectively with a wide range of stakeholders at local, regional and national levels.

Community Woodlands Association

CWA is a charitable company limited by guarantee, established in 2003, which supports member groups to achieve their aspirations and potential, and represents community woodland groups throughout Scotland. It is governed by a board of directors and led by a Chief Executive Officer who currently manages a Senior Woodland Officer, a Development Officer and a Native Woods Project Officer.

CWA's core work is supported by revenue grant from Scottish Forestry and funding for the current year has recently been awarded. CWA secures additional funding from a variety of sources to enable relevant projects to be carried out. It offers a consultancy service to member groups and others and this provides a further source of unrestricted funding.

CWA is recognised as the go-to organisation for all aspects of community woodland management throughout the whole of Scotland. It provides support, advice, training workshops, networking opportunities and contractual services to member groups as well as promoting the benefits of the community woodland sector to the wider world.

Membership currently stands at around 160 groups who are involved in or responsible for managing thousands of hectares of woodland and open space. Just over half own their woodlands, while the remainder lease or work through a variety of formal and informal partnership arrangements.

The candidate

As a result of the resignation of our long-standing CEO, CWA is now seeking to recruit an exceptional individual to take over the reins of our organisation. The successful candidate will have experience of leadership and management, a thorough knowledge of the community woodland sector in Scotland, a sound understanding of silviculture and sustainable forest management, an appreciation of the support and funding available for forestry-related activities throughout Scotland, an ability to promote the needs of the sector, experience of managing

staff and working effectively with a board of voluntary directors, and a proven ability to exercise sound financial control of a budget.

CWA is seeking an individual who is passionate about helping to deliver positive outcomes for the community woodland sector throughout Scotland and shows a willingness to embrace the challenges and opportunities that lie ahead.

The role

The CEO will be responsible for managing the day-to-day operations of the organisation of its staff. S/he will support existing and aspiring community woodland groups and provide advice and information about all aspects of sustainable woodland management. S/he will develop and manage projects which support CWA members and which deliver our objectives.

Crucially the role involves tendering for, and delivery of, consultancy contracts related to community woodland groups and other organisations engaged in woodland creation and management. The role involves liaising with funders to ensure that all required outcomes of any funding are achieved and to secure ongoing funding for the organisation's core functions.

It involves seeking appropriate opportunities to ensure the financial sustainability of the organisation and representing and promoting the CWA at regional and national policy level.

The terms

The successful candidate will be offered the post initially for a 6-month probationary period, during which time either party may terminate the contract. The post will be based at the candidate's home and an appropriate home-working (taxable) allowance of £120 per month will be offered. Travel and subsistence costs will be reimbursed.

The post is offered initially on the basis of 4 days/28 hours per week with salary of £31,000 (£38,750 FTE). Following a successful probationary period, the post-holder will be offered a rolling one-year contract, with annual renewal subject to funding.

The post carries 33 days' annual leave (inclusive of public holidays).

An employer pension contribution of 5% is offered.

The CEO will report to the Chair of the Board of Directors.

How to Apply

To apply, please send a current CV and letter outlining how you demonstrate the required criteria to Jon Hollingdale at jon@communitywoods.org

Contact Jon at the above email for an informal discussion about the post.

Closing date for applications: Friday 1 July 2022

Interviews to be held during week beginning Monday 11 July 2022

The responsibilities

The main responsibilities of the successful candidate will include the following:

- Ensure the effective and efficient running of all aspects of CWA including sound financial and resource management, fundraising and good forward planning to achieve sustainability for the organisation
- Service the Board of Directors and ensure it is kept up to date with operational matters and fully involved in policy and strategic development
- Develop, manage and support an effective staff team
- Support groups to acquire and/or develop assets to achieve maximum community benefit
- Provide existing and potential member groups with advice and information on all aspects of sustainable woodland management
- Support groups to collaborate with other partners to foster innovation and share best practice
- Develop and manage projects to support CWA member groups and deliver CWA objectives
- Tender for and deliver consultancy contracts related to community woodlands and CWA member groups
- Represent and promote CWA at regional and national policy level

The Person Specification

The essential qualifications, experience and attributes of the successful candidate and desirable additional experience are as follows:

Qualifications and training

Essential

- Degree in Forestry or related subject

Desirable

- Degree/vocational equivalent in management and/or community or rural development

Work experience

Essential

- A minimum of 3 years' experience in a management role
- Experience of working in the community woodland sector
- Experience in successful project management
- Experience of liaising effectively with a large number of stakeholders at local, regional and national level

- Proven ability to influence policy-makers
- Experience of working effectively with a voluntary Board of Directors

Desirable

- Experience in the preparation of innovative approaches to problems

Knowledge, skills and abilities

Essential

- Excellent interpersonal skills showing ability to influence and motivate others
- Excellent presentational and written communication skills, including formal papers and reports
- Knowledge of the structures and roles of public agencies engaged in the community woodland sector
- Strong self-discipline and self-motivation
- Strong people management skills
- Sound knowledge of forestry support systems

Desirable

- Good knowledge of the roles and structures of organisations engaged in development support and public service delivery throughout Scotland
- Practical experience of the realities of community life in more remote areas

Technical skills

Essential

- Proven ability to tender for and deliver consultancy contracts
- Excellent computer and IT skills
- Good understanding of effective communication tools
- Confidence with remote working communication technologies and practices

Job circumstances

Essential

- Ability to work effectively from home with minimum supervision
- Ability to work outwith normal office hours when required
- Ability to build a strong team ethos among staff
- Strong motivation and enthusiasm for the role
- Clean driving licence and access to own transport

Desirable

- Early start date